

## Demotion (Classified Employee)


A Demotion occurs when an employee moves to a position in a lower class, whether voluntarily or for disciplinary reasons, with a decrease in pay. However, an employee accepting a voluntary demotion may be paid at a step of the new pay grade that does not result in a decrease if the action is in the best interest of the state. K.A.R. 1-5-15 and K.A.R. 1-6-27

**STEP 1:** Select the menu items in the following order: **Workforce Administration > Job Information > Job Data**

**Expected Results:** Job Data search page displays.

**STEP 2:** Enter the **Employee ID** in the EmplID field. Click 

**Expected Results:** Work Location page displays.

**STEP 3:** Click  to add a row.

**Expected Results:** A new Job Data row is added with the current date in the Effective Date field.

**STEP 4:** Change the **Effective Date** to the effective date of the demotion.

**Expected Results:** The field updates after tabbing out or clicking on another field.

**STEP 5:** Select **Demotion** from the drop down list in the Action field.

**Expected Results:** Demotion displays in the Action field and the Reason field becomes blank.

**STEP 6:** Select the **Reason** from the drop down list next to the Reason field. There are several to choose from, so please check the Action Reason User Guide to determine the correct reason for this demotion.

**Expected Results:** Reason displays


**STEP 7:** Enter the new **Position Number** and tab out. Verify defaulted position information is correct.

**Expected Results:** Data corresponding to the position number defaults into page.

**STEP 8:** Click on **Job Information page** and verify defaulted information is correct.

**Expected Results:** Data corresponding to the position number defaults into page.

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<b>STEP 9:</b>	Click on <b>Payroll page</b> and verify defaulted information is correct.
<b>Expected Results:</b>	Data corresponding to the position number or prior data row defaults into page.
<b>STEP 10:</b>	Click on <b>Salary Plan page</b> . Step 4 defaults in the Step field. Change the <b>Step</b> as appropriate and tab out.
<b>Expected Results:</b>	The Step Entry Date field displays the effective date.
<b>STEP 11:</b>	Click on <b>Compensation page</b> and click  to update the pay rates. Verify information is correct.
<b>Expected Results:</b>	Data corresponding to the position number and updated pay rates display.
<b>STEP 12:</b>	Click on <b>Kansas Information</b> page. Verify defaulted <b>Employment Status</b> and <b>Probation End Date</b> are correct. Change as appropriate.
<b>Expected Results:</b>	Data corresponding to the position number defaults into page.
<b>STEP 13:</b>	Click on the Benefits Program Participation link. Enter the <b>Annual Benefits Base Rate</b> amount.
<b>Expected Results:</b>	Correct Annual Benefits Base Rate displays.
<b>STEP 14:</b>	Click 